

COMMONWEALTH OF VIRGINIA
APPLICATION FOR OUTDOOR ADVERTISING PERMIT
AS AUTHORIZED BY THE COMMONWEALTH TRANSPORTATION BOARD'S RESOLUTION 10-29-70

OA-105C
Rev. 3/12/18

To the DEPARTMENT OF TRANSPORTATION
OFFICE OF LAND USE
1401 East Broad Street
Richmond, Virginia 23219

Date: _____

Application is hereby made for a permit to erect and maintain an advertising sign as located and described hereinafter, and in accordance with the provisions of the Outdoor Advertising Act (Sec. 33.2-1200 through Sec. 33.2-1234 of the Code of Virginia (1950), as amended).

LOCATION Route No. _____, in _____ County/Municipality situated _____ miles (North, E.S.W.) of _____ (Route, County, City or town limits, or other nearest location), and on real property owned by _____ with WRITTEN CONSENT as indicated below.
Property Owner's Phone _____.

EVIDENCE OF CONSENT TO ERECT AND DISPLAY ADVERTISING STRUCTURE OR ADVERTISEMENT
(Sec. 33.2-1209)

Section I (Only Section I or II is to be filled out with this application)

Dated at _____ (city/state) Date: _____

Acknowledgement is hereby made by the undersigned owner or his authorized agent of the property on which it is proposed to erect the sign described on this application, giving written consent to the applicant to erect and maintain said advertising signs.

WITNESS _____ SIGNATURE _____ (Owner)
_____ (Agent)

(USE WHEN APPLICANT HAS LEASE ON FILE)

Section II

Dated at _____ (city/state) Date: _____

This applicant has in his files written evidence of the consent of the property owner, to erect the proposed sign as the location described in this application.

SIGNATURE _____

The above subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires _____ Notary Public _____

Section III The local zoning office must approve the sign location and complete this section of application:

Zoning Classification _____ Date Zoned _____

I certify that this location complies with all of the locality's zoning requirements, and hereby approve placement of this sign. _____
Zoning Administrator

Date _____ County/Municipality _____

Applications that do not have zoning approval will not be accepted. For sign approval in unzoned counties, please contact the Outdoor Advertising Office at (804) 786-0654.

Section IV DESCRIPTION Size: Length _____ ft.; Width _____ ft.; AREA _____ square ft.

The sign has _____ faces. Type of Activity _____

☐ Illuminated ☐ Non-illuminated ☐ Electronic Message

Section V INSPECTION FEES PERMIT APPLICATION FEES

	INSPECTION FEES	PERMIT APPLICATION FEES
Interstate Highways	\$50.00	Size (Sq. Ft.)
National Highway System Highways	\$50.00	0 - 74
Federal-Aid Primary Highways	\$50.00	75 - 150
		Each Face
		\$15.00
		\$30.00

FEES: Inspection \$ _____
Permit \$ _____

MAKE CHECK PAYABLE TO TREASURER OF VIRGINIA

Fees must be submitted with application.

PRIOR TO SUBMITTING APPLICATION FOR PERMIT, PLACE TEMPORARY STAKES AT THE EXACT LOCATION WHERE YOU PROPOSE TO ERECT THE SIGN. It will be your responsibility to ensure that the sign structure is not on or overhanging the state right of way.

- Continued on reverse side. -

NOTE: Permit will not be extended or renewed in cases where the permittee has not exercised the privilege of erecting such advertising structure or displayed such advertisement during the calendar year for which the permit was issued (§33.2-1210). Permits issued after December fifteenth will cover the following calendar year.

This permit does not grant permission for removal or trimming of shrubs, trees, or other vegetation on the highway rights of way. Violators will be prosecuted.

A PERMIT is NOT VALID except when identification tag is attached to the sign or structure. When the sign is owned by a LICENSED OUTDOOR ADVERTISER, it shall also bear his name.

AN OUTDOOR ADVERTISING SIGN MUST NOT BE ERECTED UNTIL A PERMIT IS ISSUED FOR IT.

This permit expires on December 31 following date of issue and must be renewed within thirty days. Permit renewal instructions will be mailed or emailed annually. Fees for the renewal of permits using the Department's electronic application renewal process shall be reduced by \$5 for each permit being renewed.

SIZE OF SIGN - The area shall be measured (inclusive of any border and trim, but excluding ornamental base or apron supports and other structural members) by the smallest square, rectangle, triangle, circle or combination thereof which will encompass the entire advertisement.

MAXIMUM AREA – Service club and religious notices – 8 square feet. Signs located on school bus shelters – 32 square feet. Other permitted structures – 150 square feet with maximum height or length 20 feet.

SPACING OF STRUCTURES – Interstate Highways, National Highway System and the Federal-Aid Primary System as that system existed on June 1, 1991. No two signs facing the same direction of travel shall be spaced less than one (1) mile apart.

Not more than three signs pertaining to the same activity and facing the same direction of travel may be erected along a single route approaching the activity.

No sign may be located within 2,000 feet of an interchange, or intersection at grade along the Interstate System or other freeways (measured along the Interstate or freeway from the nearest point of the beginning or ending of pavement widening at the exit from or entrance to the main traveled way).

No signs may be located within 2,000 feet of a rest area, parkland, or scenic area.

Signs located adjacent to the Interstate System shall be within 75 air miles of the activity; and signs located adjacent to the Primary System shall be within 50 air miles of the activity.

MESSAGE CONTENT – The message on signs shall be limited to the identification of the attraction or activity and directional information useful to the traveler in locating the attraction or activity, such as mileage, route numbers, or exit numbers. Descriptive words or phrases, and pictorial or photographic representations of the activity or its environs are prohibited.

SHOW TEXT OF SIGN BELOW

CHECK APPROPRIATE BLOCKS

SIDE OF ROAD (N) (S) (E) (W)

SIGN FACING (N) (S) (E) (W)

Section VI To Be Completed by Applicant

Name of Business or Individual: _____

Signed: _____ Print Name: _____
(Owner/Agent)

Address: _____

Federal ID or Driver's License No.: _____ Phone: _____ Email: _____

This structure is owned by: _____

NOTE: Text may not be changed without prior approval.

(FOR OFFICE USE ONLY)

Locality _____ Route _____

Permit No. S

Latitude ____ . _____ Longitude ____ . _____

This Permit issued by Order of the Commissioner

Inspected By _____

Per _____
Outdoor Advertising Program Manager

Date _____

Date _____